



UNIVERSITY OF CENTRAL FLORIDA

**College of Health Professions and Sciences  
Office of Research**

## Research Proposal & Award Application Review Procedures

The following review procedures will be followed in the College of Health Professions and Sciences (CHPS) for processing of research proposals and research award applications.

1. Review Committee (RC) receives a copy of the Application Guidelines/Materials originally distributed to candidates by the college or university.
2. Prior to reviewing applicant files, the RC meets and the below actions are taken.
  - a. Either:
    - i. Review Criteria in the Application Guidelines/Materials are discussed and operational definitions are extracted from the Guidelines/Materials if they are specified in the Application/Guidelines Packet. Definitions and examples are reviewed and the review procedure process is specified (e.g., how to handle applications that do not comply with the required application guidelines). A vote is taken if necessary and a written summary of the specified Review Criteria & Rating Form is circulated to all RC members.  
\*\* OR \*\*
    - ii. Review Criteria are developed by the RC if these are not provided within the Application Guidelines/Materials. Operational definitions and examples are specified as appropriate and the review procedure process is specified (e.g., how to handle applications that do not comply with the required application guidelines). A vote is taken if necessary and a written summary of the specified Review Criteria & Rating Form is circulated to all RC members.
  - b. Primary, Secondary (minimum) & Tertiary (if desired) Reviewers are assigned for each application.
    - i. Note: The Primary Reviewer should not be from the Applicant's home unit; either the secondary or tertiary reviewer should be from the Applicant's home unit if there are reviewers from that home unit on the committee.
3. RC members conduct independent reviews of each candidate application folder.
  - a. Rating Forms are completed (including numerical ratings and written comments).
  - b. Initial Numerical Ratings are submitted to a support staff member who tabulates and summarizes the ratings for each application/file (i.e., a spreadsheet including de-identified individual scores and an average score for each applicant from highest to lowest).

4. RC meets to review Candidate Files.
  - a. Summary (spreadsheet) of Initial Numerical Ratings is distributed to the RC by the support staff person.
  - b. Primary Reviewer presents the application and his/her initial score(s).
  - c. Secondary &/or Tertiary Reviewer supplement the Primary Reviewer's presentation of the file and presents his/her initial score(s).
  - d. All reviewers discuss the application.
  - e. Upon conclusion of the group discussion, Primary, Secondary &/or Tertiary Reviewers indicate two final scores for the file based on the discussion and general consensus of the group – thus establishing the score range within which each committee member will then indicate his/her finalized scores.
    - i. If a committee member objects to the score range set by the Assigned Reviewers, (s)he presents a "Minority Report" in the form of rationale for the need to broaden the score range by either raising the higher score or lowering the lower score. The Assigned Reviewers then again have an opportunity to adjust their final scores. If the Assigned Reviewers are not in agreement with the presented rationale, the score range may remain unchanged.
  - f. All Committee Members submit their final scores (within the specified range) to be input in a spreadsheet to calculate the final average score for purposes of ranking across applications.
  - g. Final Ratings are tabulated during the meeting and the top scoring applications/files are recommended for award based on the number of awards or grants available.
  - h. If applicable within the process and the RC makes the decision to provide feedback to each candidate, Primary Reviewers take responsibility for summarizing feedback for each application/file in a manner that is comprehensible and instructive. Review Summaries are submitted to the Chair of the Review Committee and/or the Associate Dean for Research for editing, approval, and distribution to applicants.